

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD										3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field										4. Employing Office Location										5. Duty Station										1. Agency Position No.																																							
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																																											
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> Managerial <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive										12. Sensitivity										13. Competitive Level Code																																																	
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date																			
a. Office of Personnel Management																																																																															
b. Department, Agency or Establishment																																																																															
c. Second Level Review										Recreation Specialist Marina Mgr										NF										0188										03										JN										12-31-01																			
d. First Level Review																																																																															
e. Recommended by Supervisor or Initiating Office																																																																															
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																											
18. Department, Agency, or Establishment																				c. Third Subdivision																																																											
a. First Subdivision																				d. Fourth Subdivision																																																											
b. Second Subdivision																				e. Fifth Subdivision																																																											
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																											
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																											
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																											
Signature																				Signature																																																											
Date																				Date																																																											
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																											
Typed Name and Title of Official Taking Action																				OPM PCS Recreation Specialist, GS-0188, TS-64 June 82, TS-36 Sept 79																																																											
S. J. NEW																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																											
Principal Classifier																																																																															
Signature																				Date																																																											
23. Position Review																				Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																															
b. Supervisor																																																																															
c. Classifier																																																																															
24. Remarks																																																																															
25. Description of Major Duties and Responsibilities (See Attached)																																																																															

**NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE:** Recreation Specialist (Marina Manager) **POSITION NUMBER** 01-0130

**JOB SERIES:** 0188 **PAY LEVEL:** NF-3 **Summary Of Duties:**

Responsible for the economic and efficient operation of a full-service marina that includes slip rental, watercraft rental, watercraft and motor repairs, fishing equipment rental, and related retail operations. Implements higher level directives, formulates procedure and programs to ensure high standards of recreational and promotional efforts. Carries out necessary liaison with other staff officials that support marina activities, events, purchase of marina equipment, etc. Responsible for acting on internal and patron problems with minimal adverse impact on functional programs. Conducts inspections of the marina facility and associated equipment. Responsible for the maintenance and repair of boats and equipment. Originates, develops, promotes and conducts special events. May conduct certification classes for motorboat and jet ski operators.

Plans, organizes work and manages internal resources to ensure maximum productivity and economies. Prepares financial plan, budgets, inventories, cost controls, and related records and reports. Reviews the financial status of the assigned activity and recommends changes considered necessary. Either directly or indirectly through subordinate supervisors, manages activity employees. Trains, schedules work, appraises performance, counsels assigned personnel, and recommends personnel actions. Effectively supports the Navy's Equal Employment opportunity policy, and ensures compliance with fire safety, security, and other environmental issues. Manages new property resources and provides advice on renovations and improvements. Maintains and enforces security for funds, merchandise, supplies and equipment to preclude or minimize the potential for fraud waste and abuse. Must be alert to alcohol abuse and take appropriate action.

Performs other related duties as assigned.

**Minimum Qualification:**

A minimum of three years experience that demonstrates progressively responsible administrative, professional, and technical work involving marina operations, including boating, the use and related mechanics of equipment, and recreational activities. Incumbent must have ability to supervise, deal effectively with subordinates, management officials and patrons, and to communicate both orally and in writing.